



Activity 2:

Using Kurzweil 3000 to Support Reading Comprehension Strategies

1. **Go to the File Menu** and Open up the Cheetah file into Kurzweil 3000
2. We will review the **Reading and Study Skill Tools**
3. **Go to the Tools Menu** > Select Options > Select Highlighters > Enter the label for the yellow, green, turquoise and pink highlighters as outlined below in item 4 > Click on Apply > Click on OK
4. Use the **4 Highlighting Tools** for topic/subtopic, main idea, supporting detail and new vocabulary
 - Select the yellow highlighter. Highlight the main topics and subtopics (words in bold)
 - Select the green highlighter. Highlight the Main Idea for each topic.
 - Select the turquoise highlighter. Highlight one supporting detail for each topic.
 - Select the pink highlighter. Highlight new vocabulary.
5. **Go to the File Menu** and select "Extract Highlights to Column Notes"
 - Indicate column 1 for topic/subtopic and main idea; indicate column 2 for supporting details and column 3 for new vocabulary.
 - Select OK
 - Observe the extraction to the 3 columns on the bottom half of your screen.
 - Re-label the column headings as directed by the instructor
 - Edit as needed
6. **Go to the File Menu** and select "Extract Column Notes to Outline"
 - Note that an editing tool appears to align the information in the outline
 - Edit the outline as needed to reflect topic, main ideas, supporting detail and vocabulary
 - Save the file as "Cheetah Study Guide"